

Mr. Dulles:

At such time as Mr. McCone joins the Agency, recommend the following actions:

I. Administrative

A. Office space

STAT [] office -- Jess to be temporarily located in space to be vacated by ONE which is moving over the weekend of 29-30 September. (Jess is scheduled to move to the new building sometime between 9-13 October.) General Cabell volunteered to move into [] space and make his office available to Mr. McCone if this would be more convenient.

B. Secretary

STAT []

C. Telephones

Extensions to be installed as required, to include a White House phone and outside private line if desired.

D. Clearances

I assume the FBI will clear him as it does all Presidential appointments. We will need to request renewal of his Q clearance if not retained, and also other Agency clearances such as COMINT, TKH, etc.

E. Assignment of an official car and chauffeur

DD/S

F. Provide a safe at his residence

Security

G. Other security measures at his residence

Security

H. Use of security aides

As desired

II. Briefings

A. DD/P

B. DD/I

C. DD/S

D. IG

E. Coordination Staff

III. Trip

You indicated Mr. McCone might desire a brief trip to Europe after receiving briefings by the major components. You may wish to consider accompanying him to introduce him to high-level contacts.

JSE

27 Sep 61